



## Human Resources Supervisor

---

### Details

**Job ID : 491**

**Title :** Human Resources Supervisor

**Job Code :** 1212

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

---

### Job Departments

- Human Resources

---

### Purpose

Responsible for the oversight of time and attendance of human resource personnel at a grade lower than supervisory level. Responsible for learning multiple aspects of human resources to help direct work flow and assign projects appropriately. Will also currently serve as direct payroll supervisor for oversight of all payroll related duties and their completion.

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Work Experience

---

### Job Required Knowledge

- Supervisory Experience
- Knowledge of the Court of Justice structure

---

### Job Skills/Abilities

- Good computer skills
- Good organizational skills
- Good communication skills

---

### Job Duties

- Oversee daily supervision of human resource personnel
- Ensure procedures and processes are implemented appropriately and efficiently for all payroll related duties
- Balance COJ payroll account to the COJ social security wage account
- Enter payroll actions as necessary
- Be familiar with all aspects of human resource tasks to direct workflow of the department
- Aide in the project assignment and follow-wup of human resource projects
- Other duties as assigned